

## **Norfolk Regional Local Human Rights Committee Minutes**

**Date of Meeting:** October 28, 2013

**\*Denotes attendance at this meeting**

**Committee Members:** Lynette Askew- Chair\*  
Louise Packer- Vice-Chair\*  
Lisa Lockwood- Secretary\*

**Office of Human Rights:** Hillary Zaneveld, Office of Human Rights

**Other Attendees:** None

### **Program Affiliates:**

- Affinity Healthcare Group, LLC
- Alliance of Community Provisions
- Brighton Gardens
- E.R. Lighthouse
- Family and Youth Foundations Counseling Services
- Giving Hearts, LLC/Independent Hands
- Greater Williamsburg Residential Facility and Peaceful Solutions Counseling Services
- J. Emanuel LLC
- Jerolin Management
- New Beginnings Home Care
- Positive Pathways
- Progressive Counseling Services
- Rest Haven Homes
- Ultimate Care Services
- Virginia Baptist Children's Home and Family Services (d.b.a. HopeTree)

**I. Call to Order:** - Ms. Askew called the meeting to order at 7:00 pm at the Pretlow Library.

**II. Motion to Approve Agenda:** Additions made to the agenda to include IV. Old Business- approval of policies for J. Emanuel and Rest Haven. The scheduling of the 2014 meetings was added to the IIV. New Business. Ms. Lockwood motioned for the agenda to be approved with changes and Ms. Packer seconded.

**III. Approval of Minutes:** Ms. Lockwood made a motion to approve the minutes from 4/29/13 and Ms. Packer seconded the motion.

### **IV. Old Business:**

- J. Emanuel: Reviewed policy and procedures. Ms. Lockwood made a motion and Ms. Packer seconded the approval of policies.
- Rest Haven: Reviewed policy and procedures. Ms. Lockwood made a motion and Ms. Packer seconded the approval of policies.

## **V. New Business:**

**Scheduling of 2014 meetings:** Meetings will continue to be held at the Pretlow Library at 7pm on the last Monday of the months of January, April, July, and October. The secretary will contact the library to ensure it is available and secure those dates.

## **VI. Advocate's Report**

There are currently two vacancies/openings on the Norfolk LHRC for the consumer position. Consumer positions can be filled by individuals who have received services over the past 5 years or are currently receiving services. These are state mandated positions and if the vacancies are not filled for 6 months or longer then the State Human Rights Committee can decide to dismantle this LHRC which would put all providers out of compliance. The providers would then have to find another LHRC to affiliate with.

Ms. Zaneveld gave all affiliates a reference guide to inputting data into the CHRIS system. Affiliates were also given a handout regarding the Annual Seclusion, Restraint, and Timeout form that must be completed and submitted by January 15<sup>th</sup>, 2014. Ms. Zaneveld reviewed with affiliates that the LHRC Annual Report will also need to be completed prior to the next meeting. She reminded providers of ID services to ensure they have guardianship, authorized representative, and preliminary capacity determination paperwork in their files on site.

**VII. Public Comment:** There were no public comments.

## **VIII. Program Reports**

### **Name of Program: Affinity Healthcare Group, LLC**

Genevieve King presented the Quarterly report for Affinity Healthcare Group, LLC. Please see the attached Quarterly Report for further information.

### **Name of Program: Alliance of Community Provisions**

Gwen Proctor presented the Quarterly report for Alliance of Community Provisions. Please see the attached Quarterly Report for further information.

### **Name of Program: Brighton Gardens, LLC.**

Tijuana Bell presented the Quarterly report for residential and day support services from Brighton Gardens. Please see the attached Quarterly Report for further information.

### **Name of Program: E.R. Lighthouse**

Kevin Weaver presented the report for E.R. Lighthouse. Please see the attached Quarterly Report for further information.

### **Name of Program: Family and Youth Foundations Counseling Services**

Leon Sankofa presented the report for Family and Youth Foundations Counseling Services. Please see the attached Quarterly Report for further information.

**Name of Program: Giving Hearts, LLC/Independent Hands**

Not present for meeting.

**Name of Program: Greater Williamsburg Residential Facility and Peaceful Solutions Counseling Services**

Patrice Matthews presented the Quarterly reports for Great Williamsburg Facility and Peaceful Solutions Counseling Services. Please see Quarterly Reports for further information.

**Name of Program: Jerolin Management Services, LLC**

Not present for meeting.

**Name of Program: J. Emanuel, LLC**

Alfreda Stallion presented the report for J. Emanuel LLC. Please see Quarterly Report for further information.

**Name of Program: New Beginnings Home Care**

Nyla Smith presented the report for New Beginnings Home Care. Please see the attached Report for further information.

**Name of Program: Positive Pathways**

Delisha Williams presented the report for Positive Pathways. Please see the attached Quarterly Report for further information.

**Name of Program: Progressive Counseling Services, LLC**

Doretha Selby-Diggs presented the report for mental health support services. Please see the attached Quarterly Report for further information.

**Name of Program: Rest Haven Homes**

Brian Hawkins presented the report for Rest Haven Homes. Please see the attached Quarterly Report for further information.

**Name of Program: Ultimate Care Services**

LaBarbara Majette presented the Quarterly report for Ultimate Care Services. Please see the attached Quarterly Report for further information.

**Name of Program: Virginia Baptist Children's Home and Family Services (doing business as HopeTree Family Services)**

Crystal Burgess presented the report for residential and in-home services. Please see the attached Quarterly Report for further information.

**IX Requests for Affiliation**

No requests for affiliation at this meeting.

## **X. Administrative Issues**

The LHRC committee members thanked the affiliates for sending in the LHRC Quarterly Reports. They would like to continue to have the reports mailed to them. Their addresses are as follows:

### **Lynette Askew**

1908 Chesapeake Ave.  
Chesapeake, VA 23324

### **Lisa Lockwood**

624 Earl St.  
Norfolk, VA 23503

### **Louise Packer**

2411 Sequoia Rd.  
N. Dinwiddie, VA 23803

## **XI. New Meeting Reminder**

Tenatively the 2014 meetings will be held at the Pretlow Library at 7pm on January 27<sup>th</sup>, April 28, July 28, and October 27<sup>th</sup>. The secretary will confirm with the Pretlow library is available on those dates and will send out an email confirm this schedule to the providers and Committee members.

## **XII. Adjournment**

The meeting was adjourned at 7:34pm.

## **Meeting Attendees**

Genevieve King, Affinity Healthcare Group  
LaBarbara Majette, Ultimate Care Services  
Kevin Weaver, ER Lighthouse  
Nyla Smith, New Beginnings Home Care  
Tijuana Bell, Brighton Gardens  
Jean Champan, Brighton Gardens  
Patrice Matthews, Unison Mental Health, Peaceful Solutions Counseling Services  
Gwen Proctor, Alliance of Community Provisions  
Gregg Proctor, Alliance of Community Provisions  
Delishia Williams, Positive Pathways  
Doretha Selby-Diggs, Progressive Counseling Services  
Leon Sankofa, Family and Youth Foundations Counseling Services  
Brian Hawkins, Rest Haven Homes  
Alfreda Stallion, J. Emanuel LLC  
Crystal Burgess, Virginia Baptist Children's Home and Family Services (HopeTree FS)

Submitted by: Crystal Burgess, LHRC Secretary